

Appendix B: Vehicle Operator Statement of Understanding

The VA Fleet Card Program is designed to improve purchases by streamlining the management of fuel and services that are purchased for VA-owned and commercially leased vehicles. I understand that I am authorized to use the fleet card only for those purchases necessary and reasonable for the vehicle it has been assigned to. I will abide by the instructions issued to me by the Department of Veterans Affairs (VA) and the Facility Fleet Manager (FFM) or his/her designee. I will receive prior authorization from the Facility Fleet Management on repairs that exceed \$50.00. If the mileage is not shown on the fuel receipt, I will hand write the mileage on the fuel receipt. I will turn in all receipts, repair orders, and vehicle logs (VA-10-1281) during the first week of every month.

1. _____ I will adhere to all rules and regulations with respect to the VA Fleet Card Program.
2. _____ I will use the VA fleet card only for VA-owned or commercially leased vehicles. (GSA leased vehicles carry their own cards.)
3. _____ I will secure the keys and fleet card when not in use, in a locked storage area.
4. _____ I will ensure that the fuel receipts have the following: date of purchase, current mileage, number of gallons, cost per gallon, type of fuel, total cost, license plate number, and that all items are legible.
5. _____ I will report lost/stolen keys and/or VA fleet cards to the FFM immediately.
6. _____ I will complete all training as required and submit documentation to FFM as required.
7. _____ I acknowledge that I may be personally liable to the Government for the amount of an unauthorized transaction and may be subject to criminal prosecution for intentional misuse of the fleet card or the vehicle.

I also understand failure on my part to abide by these rules or other misuse of the fleet card may result in disciplinary and/or administrative action being taken against me. I also acknowledge that the A/OPC may revoke or suspend my VA fleet card privileges if I fail to abide by the terms of this agreement.

Note. *If this agreement and TMS certificates are not on file, the driver may not operate a VA fleet vehicle.*

Vehicle Operator Signature	Date
Vehicle Operator Printed Name	Vehicle Operator Title and Service Area
Reference: VA Financial Policies and Procedures, Volume XVI, Chapter 3	